



Medair Afghanistan LP-KBL-23-039 Request for Quotation

LP-KBL-23-039 – Service Provider for Project Evaluation in Daikundi and Uruzgan Province - updated

Medair within its programs implemented in Afghanistan invites service provider to submit a quotation **LP-KBL-23-039 – Service Provider for Project Evaluation in Daikundi and Uruzgan Province - updated**

Companies shall send their quotation and additional documents not later than

09 September 2023 by email with the subject “**LP-KBL-23-039 – Service Provider for Project Evaluation in Daikundi and Uruzgan Province - updated**” to

procurement-afg@medair.org

For any query send an email to procurement-afg@medair.org before 07 September 2023.

Medair Afghanistan

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Specific rules and Conditions for this procurement

- Any participating Service Provider must be legally licensed and registered in Afghanistan !
- Any quotation submitted after the dead line will not be considered!
- This is not a tender and no open tender meeting will be held. Medair will contact only short-listed Service Provider
- Medair will reserve its right to choose a Service Provider not depending only the lowest price, the quality and reliability will be considered too.
- For this procurement « best value for money » is the main selection criteria
- According to requirements Medair reserves the right to accept or reject any or quotation or cancel the process without any obligation to inform the affected interested Consultant about reasoning for acceptance, rejection or cancellation.
- Medair reserves the right to split the offer into different lots and to award contracts to multiple Service Provider.
- All Medair and its Donor terms, conditions and policies must be accepted by the Service Provider.
- Medair will not cover any cost related to the creation and submission of the Quotation, regardless the result.
- Medair expects Service Provider with whom it partners to follow ethical business practices and be socially accountable. Those expectations are set out in Medair's Code of Ethics, which, along with the associated policies available on Medair's website at <https://www.medair.org/accountability/> , and are subject to periodic updates.

Please read the Terms & Conditions document for more requirements and information

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Service Provider Details

1. Company Name _____
2. Company Authorized Representative Name _____
3. Tazkera number _____
4. Company Registration No _____
5. Company Specialization _____
6. Business Address _____

7. Contact Numbers Mobile No : _____
8. E-mail Address _____

I certify that I have read and understood the Medair Terms & Condition and the Medair Code of Ethics.

I further certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Name: _____

Date: _____

Signature and Stamp: _____

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Documents to submit

- Signed and stamped RFQ document duly completed
- Signed and stamped terms and condition document
- Vetting information documents duly completed
- Supplier Registration Form duly completed, signed, and stamped
- Copy of Valid Business License for operation in Afghanistan
- Copy of Tax Identification Number (TIN) Certificate / Tax card
- Personnel national ID document (Tazkera) of the consultant **and** the company owner
- Company profile include a description of capacities in surveys
- CV, showing their experience and for whom they have done similar work; references; and indicate their fluency in English, Dari and Pashto.
- CV(s) which clearly states relevant expertise/experiences (with a cover letter explaining how their experience addresses the requirements of the SOW)
- Technical proposal including tentative work plan based on the Terms of Reference TOR
- Financial proposal based on the Terms of Reference TOR
- 3 work samples of relevant work undertaken in the last 3 years (including any which was done in Afghanistan)
- Names, addresses, and telephone numbers of three organizations that will act as professional reference
- The proposed consultant's/research team's CVs

Service Provider Remarks

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Service Provider Terms and Conditions

1. Validity of the offer (3 month minimum) _____
2. Number of days to start after contract is signed _____
3. Payment mode (cash, Cheque, Bank transfer) _____
No Advance payment
50% of the contract price shall be paid upon submission of the end- term report and its endorsement by Medair assigned representative.
50% of the contract price shall be paid upon submission of the final completion report that fully complies and meet the project deliverables.

Note! If payment term is cash payment, Medair will deduct 4% commission charges of the payable amounts!